

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/11/2020		2. CONTRACT NO. (If any) 68HERC20D0016		6. SHIP TO: a. NAME OF CONSIGNEE CAD	
3. ORDER NO. 68HERC21F0069		4. REQUISITION/REFERENCE NO. PR-OW-20-00607			
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: Andrew Parker				f. SHIP VIA	
a. NAME OF CONTRACTOR TETRA TECH, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 10306 EATON PL STE 340				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220302201		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OW	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB <input type="checkbox"/> i. VETERAN-OWNED <input type="checkbox"/> j. ELIGIBLE UNDER THE WOSB PROGRAM					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/09/2021	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 198549560 TOCOR: Danielle Anderson					
	Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$130,879.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$130,879.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

12/11/2020

ELECTRONIC SIGNATURE

23. NAME (Typed)

Charles K. Fischer

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/11/2020	CONTRACT NO. 68HERC20D0016	ORDER NO. 68HERC21F0069
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Accounting Info: 20-21-B-28E-000BD4X20-2505-2028CES034-001 BFY: 20 EFY: 21 Fund: B Budget Org: 28E Program (PRC): 000BD4X20 Budget (BOC): 2505 DCN - Line ID: 2028CES034-001 Period of Performance: 12/11/2020 to 12/10/2021 "Technical Support for ESA Consultation Excluding Toxics Effects Assessments" The Contractor shall perform requirements in accordance with all tasks described in Attachment 1 Performance Work Statement and Attachment 2 Quality Assurance Surveillance Plan. Contract Type: Time-and-Materials (T&M) Total Potential Value: \$130,879.00				130,879.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$130,879.00

ATTACHMENT 1
PERFORMANCE WORK STATEMENT
Contractor: TetraTech, Inc.
Contract No. 68HERC20D0016
Task Order: 68HERC21F0069

TITLE: Technical Support for Endangered Species Act Section 7 Consultations for Water Quality Standards Excluding Effects Assessments for Toxics Criteria

SHORT TITLE FOR EAS: Technical Support for ESA Consultation Excluding Toxics Effects Assessments

Task Order Contracting Officer Representative (TOCOR) Name: Danielle Anderson Office: OW/OST/SHPD 6105L 1200 Pennsylvania Ave. NW Washington, DC 20460 Phone: 202-564-1631 (voice) FAX: 202-566-0409 Email: Anderson.Danielle@epa.gov	Alternate Task Order Contracting Officer Representative (A. TOCOR) Name: Julie McLaughlin Office: OW/OST/SHPD 6105N 1200 Pennsylvania Ave. NW Washington, DC 20460 Phone: 202-566-2542 (voice) FAX: 202-566-0409 Email: mclaughlin.julianne@epa.gov
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PERIOD OF PERFORMANCE: Date of award through 12 months.

LEVEL OF EFFORT: 912 Professional Hours

PURPOSE OF TASK ORDER

The purpose of this Task Order is to obtain contractor services to provide technical support for Endangered Species Act Section 7 consultations on water quality standards approvals for non-toxics criteria in a timely manner. The specific tasks and any subtasks are defined below.

BACKGROUND

Federally protected species are listed as endangered or threatened under the Endangered Species Act (ESA). Section 7(a) of the ESA of 1973, as amended, grants authority to and imposes requirements upon Federal agencies regarding endangered or threatened species of fish, wildlife, or plants ("listed species") and habitat of such species that has been designated as critical (a "critical habitat") to the species' conservation and recovery. The ESA requires every Federal agency, in consultation with, and with the assistance of the Secretary of Interior, to insure that any action it authorizes, funds, or carries out is not likely to jeopardize the continued existence of any listed species or result in the destruction or adverse modification of critical habitat. With some region-specific exceptions, the United States Fish and Wildlife Service (USFWS) administers Section 7 consultations for freshwater species and the National Marine Fisheries Service (NMFS) administers Section 7 consultations for marine species and anadromous fish.

As required by Section 303(c) of the Clean Water Act (CWA or Act), and 40 C.F.R. § 131, states and authorized tribes are to revise their water quality standards (WQS) no less frequently than every three years and to submit new or revised WQS to the Environmental Protection Agency (the EPA or Agency) for review and approval. The EPA has 60 days to approve and 90 days to disapprove the new or revised state or tribal WQS. State or tribal WQS are not effective under the CWA until they receive approval

from the EPA. 40 C.F.R. § 131.21(c). If the EPA proposes to approve the submitted WQS, Section 7 consultation with USFWS, NMFS, or both Services is required if the EPA determines that its approval of WQS may affect listed species or designated critical habitat.

When approving a new or revised WQS, EPA evaluates the potential effects to federally listed threatened and endangered species associated with its action in a biological evaluation (BE) that is transmitted to the Service(s). Effects evaluated include effects to the species through direct exposure, in addition to indirect effects via exposure to a pollutant through the species' prey base. EPA may determine in its BE that EPA's approval action "may affect, but is not likely to adversely affect" (NLAA) or "may affect, and is likely to adversely affect" (LAA) listed species that occur in the action area where the WQS being approved will apply. In assessing potential effects, EPA conducts in-depth, pollutant and species-specific technical research and analysis in order to support its NLAA and/or LAA determinations.

The focus of most of the tasks contained in this Task Order, as specified below, pertain to ESA consultation for WQS for non-toxic pollutants. Whereas toxics refer to pollutants that cause mortality, disease, or reproductive effects when organisms are directly or indirectly exposed to them, such as metals or chemicals, criteria for non-toxic pollutants refer to parameters such as but not limited to nutrients, pH, temperature, and dissolved oxygen (also referred to as conventional pollutants).

QUALITY ASSURANCE

The Office of Water quality management plan states that a QAPP is a living document that must be kept current throughout the life of the project by updating the original text or through addition of appendices that are reflected in an updated table of contents and revision history page. The contractor shall develop a QAPP focusing on those quality assurance elements relevant to the tasks in this task order. The contractor shall hold a conference call with the EPA TOCOR and the QA officer or a designee prior to submission of the QAPP to discuss any issues needing clarification. All QA activities shall be in conformance with the QAPP. This QAPP will be the relevant QAPP for this TO unless and until a revised QAPP is approved by the required EPA and TetraTech parties.

The tasks and subtasks in this Task Order may require the use of existing data and use of modeling tools for data. Documentation of all analyses shall also indicate how types, quantity, and quality of data have been quality assured and maintained. In addition, the contractor shall ensure that metadata is compiled in an easy to use format. All products should be detailed so that the decisions and analysis are completely transparent to a third party.

Additionally, all QA activities shall be in conformance with EPA's *Requirements for Quality Assurance Project Plans* (EPA QA/R-5) "<https://www.epa.gov/quality/guidance-quality-assurance-project-plans-epa-qag-5>" and should demonstrate a clear understanding of the project's goals/objectives/questions and issues. Documentation of all analyses shall also indicate how types, quantity, and quality of data have been quality assured and maintained.

The Contractor shall alert the TOCOR regarding any quality issues should they arise. Given that a purpose of this Task Order is to provide EPA with information that will support ESA consultations that are driven by regulatory timeframes and requirements, it is particularly important that the Contractor notify the EPA TOCOR of issues, problems, questions, or delays as soon as they become apparent or if they are anticipated. Any project-specific quality assurance issues shall also be reported in the monthly

progress reports as specified under Task 1. The QA activities for this Task Order should comprise at least 10% of the total effort.

For each *final* deliverable, the contractor shall provide a statement that all QA procedures were followed, and a statement describing any needed changes to those procedures, if necessary. The contractor shall also prepare a quality assurance documentation report when all work is finished under this TO.

SCOPE OF WORK

Task 1 Reporting Requirements

1.1 Monthly Reports

The contractor shall prepare monthly progress reports throughout the period of performance. The monthly progress reports shall break down spending, in dollars and hours, by task. In addition, the contractor shall allocate spending on Other Direct Costs and General & Administrative (G&A) by task in the TO.

Deliverables and schedule

Monthly reports of progress due throughout the TO period of performance.

1.2 Calls with the TOCOR and AltCOR

The contractor shall schedule and participate in up to 12 calls with the TOCOR and AltTOCOR to review and discuss the status of active tasks. Participants from the contractor staff shall include the Task Order Leader at a minimum. Other contractor staff shall participate as mutually agreed by the contractor and TOCOR/AltTOCOR on an as-needed basis.

Task 2 Develop a QAPP

The Contractor shall prepare a Quality Assurance Project Plan (QAPP) during the performance period.

EPA shall provide deliverable deadlines via technical direction.

Task 2. Deliverables

2.1	A draft QAPP submitted to the EPA TOCOR and QA Manager for review.		Provided in Technical Direction from EPA
2.2	A revised QAPP addressing EPA TOCOR and QA Manager comments on the draft.		Provided in Technical Direction from EPA

Task 3 Literature Searches to Support ESA Section 7 Consultation on WQS Approvals Pertaining to Non-Toxics

Background

A key component of developing a biological evaluation is to conduct literature searches to identify scientific studies that may be used to inform the basis of EPA's effects assessment analysis. In the context

of this work, literature searches are intended to gather published information on the effects of specific pollutants or related indicator variables on aquatic organisms. For WQS approvals pertaining to non-toxics, literature searches may be requested that focus on identifying peer-reviewed studies that discuss the effects of nutrients, chlorophyll *a*, dissolved oxygen, biological response variables, for example, or other parameters on listed species or listed species' taxonomic surrogates. Given that these parameters do not have direct toxic effects on aquatic organisms, literature searches should focus on how these parameters, when increased or decreased, may drive ecological and physical changes in aquatic ecosystems.

Task Description

The contractor shall conduct up to 3 literature searches, reviews and summaries to inform or assist EPA in evaluating potential effects to listed species and designated critical habitat of approving WQS for non-toxics. Literature reviews should be synthesized in order to be incorporated into a biological evaluation. The contractor shall list all studies reviewed in the literature search and provide citations and references in a standard format, which could include EndNote.

Deliverables

EPA will clarify deliverable format and timeframes via written technical direction.

Task 4 Effects Assessments to Support ESA Section 7 Consultation on WQS Approvals Pertaining to Non-Toxics

Background

The effects assessment section of a biological evaluation provides the basis for EPA either concluding that its approval of a WQS is "not likely to adversely affect" or is "likely to adversely affect" listed species in the action area where the WQS being evaluated will apply. Based off of the literature search conducted, effects assessments evaluate the criterion magnitude (or criteria magnitudes) of the WQS being approved relative to the information gathered from the literature on potential effects to listed species. Effects assessments for non-toxics should consider how the indirect effects of the parameter (e.g., dissolved oxygen) may impact listed species and/or designated critical habitat.

Task Description

The contractor shall complete up to 3 effects assessments covering all species included in up to 4 consultations for criteria for non-toxic pollutants. EPA will provide the contractor with any additional information regarding recommended methodology to approach the effects assessments. The contractor shall list all citations and references used to conduct the effects assessments and provide citations/references in a standard format.

Deliverables

EPA will clarify deliverable format and timeframes via written technical direction.

Task 4 Environmental Baseline, Cumulative Effects and GIS Mapping to Support ESA Section 7 Consultation on WQS Approvals Pertaining to Non-Toxics and Toxics

Background

Biological evaluations (BEs) are comprised of various components, including sections that describe the proposed action at hand (e.g., EPA approval of a WQS), the “action area” where the action will apply, current land use and ambient water quality conditions that help put the proposed action into context (referred to as the “environmental baseline”), and any federal or state activities unrelated to EPA’s WQS approval that may affect listed species in the action area (to inform an assessment of potential “cumulative effects” that may result from EPA’s action). These sections help inform EPA’s conclusions regarding whether its approval of WQS is “likely to adversely affect” or “not likely to adversely affect” listed species or critical habitat based on its overall analysis.

Developing each of these sections involves synthesizing information from various sources. EPA may issue technical direction requesting assistance in developing one or multiple components described above. Data collection (including locating data on land use and/or water chemistry concentrations), statistical analysis, and summarizing data analysis results are necessary components of the technical preparation for many of these sections. For example, reviewing ambient water quality monitoring concentrations for certain parameters or USGS streamflow data as well as land use information for the action area may inform discussions of the environmental baseline. Similarly, gathering information on other federal or state activities may be necessary to support an analysis of cumulative effects. Describing the action area may involve creating GIS maps showing where the WQS will apply relative to species ranges and designated critical habitat.

Task Description

Prepare up to 3 environmental baseline sections, up to 3 cumulative effects sections, and up to 3 GIS Action Area maps to support consultations on WQS approvals. This task is limited to development of the following sections in a BE: mapping component of the Action Area section (task will be limited to producing 1-2 GIS maps per Action Area section), Environmental Baseline (data collection, analysis, and summary), and Cumulative Effects (internet research and summary). Environmental Baseline sections typically should not exceed 5-10 single-spaced pages. Cumulative Effects sections typically should not exceed 1-3 single-spaced pages.

The EPA TOCOR will provide the contractor with additional information as needed, including which sections EPA is tasking the contractor to develop discussed above. The contractor may be required to obtain additional data from third party sources, including but not limited to municipalities, state or federal entities.

The contractor shall prepare scientifically defensible products appropriate for each deliverable. These may include but are not limited to data or information summaries, reports, Excel workbooks, data sets, and metadata. The contractor shall list all citations and references used and provide citations/references in a standard format, which could include End Note.

Deliverables

EPA will clarify deliverable format and timeframes via written technical direction.

Technical Expertise Required

The lead technical individual(s) who work on this task shall have an understanding of EPA’s water quality standards program and Endangered Species Act Section 7 consultation. Furthermore, the lead technical individual(s) would ideally be familiar with the additional guidances and approaches EPA has developed

regarding water quality standards for non-toxics, as well as experience and/or working knowledge of the following websites and resources:

- STORET/WQX: <https://www.epa.gov/waterdata/water-quality-data-wqx>
- USGS Monitoring Data Website
- State-specific water quality standards, permits and 303(d) listing and TMDL websites/databases
- GIS systems in order to spatially lay out information on listed species ranges or critical habitat in relation to mixing zones, permittees, land use, etc.
- U.S. Fish and Wildlife's Information, Planning and Consultation System (IPaC mapping tool): <https://ecos.fws.gov/ipac/>
- The Water Quality Standards Handbook: <https://www.epa.gov/wqs-tech/water-quality-standards-handbook>
- Endangered Species Consultation Handbook
- Guiding Principles for Integrated Nutrient Criteria: <https://www.epa.gov/nutrient-policy-data/state-progress-toward-developing-numeric-nutrient-water-quality-criteria>
- Guidance on Ambient Water Quality Criteria for Dissolved Oxygen: <https://www.epa.gov/wqc/ambient-water-quality-criteria-dissolved-oxygen>

Task 5 Developing Species Summaries

Background

A Biological Evaluation includes a section describing the status of listed species and designated critical habitat that may be affected by the proposed action. Describing the status of listed species may involve producing species summaries that cull information from the most recent 5-Year Reviews or Recovery Plans published for the species on USFWS or NMFS' websites, or the Federal Register notices that designated the species with 'threatened' or 'endangered' status.

Task Description

Prepare species summary sections for up to 3 BEs to support consultations on WQS approvals. This task is limited to development of the following sections in a BE: Status of the Species. A species summary for one individual listed species typically should not exceed 1-2 single-spaced pages.

The EPA TOCOR will provide the contractor with additional information as needed, including which listed threatened and endangered species should be researched and summarized. The contractor may be required to obtain additional data from third party sources, including but not limited to USFWS and NMFS' websites and Federal Register notices designating the species or critical habitat.

The contractor shall prepare and document their source material for producing the species summaries, with citations and references provided in a standard format.

Deliverables

EPA will clarify deliverable format and timeframes via written technical direction.

Task 6 Developing Training Materials to Assist in ESA Section 7 and CWA Section 303(c) Collaboration and Education

Background

ESA practitioners from FWS and NMFS may have limited experience with and understanding of WQS under

the CWA. As a result, EPA Regional offices have found it beneficial, at times, to prepare materials that describe in greater detail the purpose of WQS, how WQS fulfill the intentions of the CWA and its goals, and how WQS can protect federally listed threatened and endangered species. Engaging in consultation on WQS actions by first introducing or reinforcing the principle tenets of WQS via informational materials (when EPA Regions decide it's useful to do so) helps to facilitate successful consultation.

Task Description

The contractor shall support EPA by preparing 1-2 background, informational materials on the basic concepts of CWA WQS criteria derivation, WQS implementation and related topics, as identified by EPA. These materials may include short issue papers, fact sheets, or PowerPoint slide shows. All information contained in these materials will be provided by EPA.

Deliverables

EPA will clarify deliverable format and timeframes via written technical direction.

GENERAL REQUIREMENTS OF THE TASK ORDER AND SCHEDULE

Limitation of Contractor Activities: The contractor shall submit drafts of all deliverables to the TOCOR for review prior to submission of the final product. These drafts will clearly specify the methods, procedures, considerations, assumptions, relevant citations, data sources and data that support any conclusions and recommendations. The contractor shall incorporate all TOCOR comments into all final deliverables, unless otherwise agreed upon by the TOCOR. The contractor shall adhere to all applicable EPA management control procedures as implemented by the EPA Contracting Officer (CO), CLCOR, and TOCOR.

Deliverable Formatting: All memos, draft comments, summaries and responses, and chapters are to be provided in electronic form using Word and/or Excel/Access, ArcView, or, in special cases another software program agreed to by the TOCOR. Memos are to be written in a manner which will make them easy to conform into draft chapters for the Final Report. For deliverables that are in Word or pdf versions of Word documents, that are intended to be shared with management or the public, the contractor shall use decimal align in all tables containing columns of numbers of varying digits, whether decimal places are reported or not. All final materials, e.g., memos, chapters, etc. are to be prepared only after receiving written technical direction from the TOCOR and formatted to be in compliance with Section 508 Amendment to the Rehabilitation Act of 1973.

Acceptance Criteria: The Contractor shall prepare high quality products and that are reproducible and transparent. Figures submitted shall be of high quality, similar to presentations developed for national scientific forums and should be formatted as jpeg or TIFF files. Text deliverables shall be provided in Microsoft Word 2010 or compatible format. All text deliverables will provide clear and concise responses to EPA questions.

Technical Direction: The contract level COR, TOCOR, or the ALT TOCOR are permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the PWS, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical

direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

Work conducted under this Task Order shall not duplicate work conducted under any other Task Order or Work Assignment under any other contract. As required, the EPA TOCOR will provide technical direction in accordance with Clause H-19 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level Performance Work Statement (PWS).

Confidential Business Information: For this Task Order, the contractor shall not be accessing any Confidential Business Information (CBI).

Budget Reporting: The contractor shall report to the TOCOR and Contract Level COR (CLCOR) when 85 percent of the total budget for this Task Order has been depleted.

Travel: No travel is anticipated under this task order.

Printing: All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

Identification as Contracting Staff: To avoid the perception that contractor personnel are EPA employees, the contractor personnel shall be clearly identified as independent contractors of EPA when participating in events with outside parties and prior to the start of any meeting. The contractor personnel are prohibited from acting as the Agency's official representative. When speaking with the public, the contractor shall refer all interpretations of policy to the TOCOR.

The EPA will assess Contractor performance in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 2.

ATTACHMENT 2
QUALITY ASSURANCE SURVEILLANCE PLAN
Contractor: TetraTech, Inc.
Contract No. 68HERC20D0016
Task Order: 68HERC21F0069

TITLE: Technical Support for Endangered Species Act Section 7 Consultations for Water Quality Standards Excluding Effects Assessments for Toxics Criteria

Purpose: The requirements performed under this contract are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The TOCOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Contract Level Contracting Officer's Representative (CL-COR) in preparing the overall evaluations submitted annually in response to the CPE requirements in the contract. The TOCOR for each individual task order will provide the review of the deliverables at the location specified in the identified task order.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA Contracting Officer (CO), Contracting Officer's Representative (COR), and Task Order COR (TOCOR) throughout performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA TOCOR. In cases where issues have a direct impact on project schedules and/or cost, the Contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and/or cost shall be brought to the attention of the appropriate EPA TOCOR within 3 business days of occurrence.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to identify unreported issues. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.	Unsatisfactory rating under the category of Business Relations in the Contractors Performance Appraisal Review System (CPARS) if two or more incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards. Fewer than two incidents per contract period where the contractor does not meet the measurable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Business Relations.

<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each task orders, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than one business day past the due date.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report & milestones established for each deliverable) to compare actual delivery dates against the approved delivery dates. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Timeliness if the contractor meets the measurable performance standards.</p>
<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level-of-effort, labor cost, and other direct cost to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate timekeeping.</p>	<p>The Contractor shall manage costs to the level of the approved ceiling on the task orders. The Contractor shall notify the EPA TOCOR/COR when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA COR will routinely meet with the Contractor's Project Manager to discuss the work progress, and the contract and individual task order expenditures. The EPA COR shall review the Contractor's Monthly Progress Reports and request the TOCOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the Contract.</p>
<p>Technical Effort: The analyses or products developed by the Contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources; quality assurance measures shall be conducted in accordance with contract and Agency requirements, and any additional requirements outlined in individual task orders</p>	<p>All (100%) analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to</p>	<p>EPA will review all analyses conducted and products prepared by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate their merit.</p>	<p>Unsatisfactory rating under the category of Quality of Product or Service in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>

<p>or technical directives. Any work requiring the Contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>requirements specified by the TOCOR in written technical direction, and should meet the objectives stated in the task order. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p>		<p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality of Product or Service if the contractor meets the measurable performance standards.</p>
<p>Quality Assurance/Quality Control (QA/QC): The Contractor shall comply with the quality assurance requirements specified in <i>EPA Requirements for Quality Assurance Project Plans</i> (http://www.epa.gov/quality/qs-docs/r5-final.pdf) and as required by the EPA TOCOR. The Contractor shall assign appropriately leveled and skilled technical and quality assurance personnel to develop a Quality Assurance Project Plan (QAPP) for all tasks requiring collection or use of environmental data.</p> <p>The QAPP shall be developed in consultation with the EPA TOCOR, and fully approved by the appropriate EPA personnel, before initiation of activities involving environmental data collection or use.</p> <p>Any change in the planned environmental data activities that become necessary during the course of the project shall be fully documented in approved revised versions of the QAPP prior to their implementation.</p>	<p>The Contractor shall notify the EPA TOCOR of any issues that impact project quality within 3 business days of occurrence.</p> <p>The Contractor shall notify the EPA TOCOR and COR within 5 business days of occurrence of any requests to collect or use environmental data without an EPA-approved QAPP.</p> <p>The Contractor shall document all QA/QC activities, including compliance with the quality objectives specified in the QAPP, in Monthly Progress Reports.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to assess contractor compliance with the approved QAPP, and to identify unreported issues related to project quality and requests to collect or use environmental data without an EPA-approved QAPP. The EPA TOCOR will report any issues to the EPA QAO and COR, who will bring the issue(s) to the Contractor's attention through the EPA CO for immediate resolution.</p>	<p>Unsatisfactory rating under the category of Quality Assurance/Quality Control in the CPARS if more than three incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality Assurance/Quality Control if the contractor meets the measurable performance standards.</p>